

Annual Leave Forfeiture and Voluntary Leave Transfer Notice

The time of the year has arrived when employees should review their annual leave balances, keeping in mind the 30-day (240 hours) carryover limitation. Annual leave in excess of the carryover limitation is considered "use or lose" annual leave and must be used before the end of the leave year (**January 6, 2007**) to avoid forfeiture.

If it appears that you will have an excess of annual leave, the following information should be considered:

Employees:

- The Code of Federal Regulations (5 CFR 630.308) requires "use or lose" annual leave be requested **in writing and approved** before the start of the third biweekly pay period prior to the end of the leave year (**no later than Saturday, November 25, 2006**). Informal notification or verbal requests are not sufficient for scheduling leave.
- Employees are responsible for requesting, scheduling, and using annual leave. If leave is not scheduled or approved leave is not used, any resulting forfeiture will be considered to be by the employee's choice.
- Maintain copies of the e-mails that document your request to use your "use or lose" annual leave and your supervisor's approval or denial. These documents will be needed if you have to request restoration of forfeited leave.

Supervisors:

- Assist your employees in planning and scheduling the use of annual leave on a year-round basis to provide for reasonable vacation periods and to ensure the use of leave that employees might otherwise forfeit.
- Take prompt action on leave requests. E-mails approving "use or lose" leave must be dated no later than **Saturday, November 25, 2006**.
- Request an exigency of public business be approved if you see no alternative to cancellation of employee's leave, which could result in a loss of leave. An exigency of public business must be approved by the Center Director in accordance with NPR 3600.1A, before you cancel "use or lose" leave that cannot be rescheduled before the end of the leave year.

You may also consider donating your excess "Use or Lose" leave to the **Voluntary Leave Transfer Program.**



An employee may donate annual leave directly to another Federal employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. Normally, the employee may donate the lesser of one-half of the annual leave he or she would accrue in a leave year or the number of hours remaining in the leave for which the employee is scheduled to work and receive pay. For more information about the leave transfer program, please visit the Office of Personnel Management (OPM) Leave Administration Web Site at <http://www.opm.gov/oca/leave/>, or you may contact your local Human Resources Office.

Any questions concerning this notice, contact:
NSSC Customer Contact Center
1-877-NSSC123 or nssc-contactcenter@nasa.gov